



SLO Core Team Meeting Minutes

Veronica Avila, ~~Randy Bryant, Anu Khanna~~, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Mary Pape, ~~Toño Ramirez~~, Jeff Schinske

Wednesday, April 9, 2014, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
ACCJC Regional Workshop for Student Learning Outcomes and Assessment	A	Mary	<p>Coleen has graciously volunteered to accompany Mary.</p> <p>Discussed what to include in the one-page handout in the form of a diagram or a short text that provides the main elements of the college's SLO processes. Each attendee is to bring six copies.</p>
Convocation	I/D/A	All	<p>Assigned Confirming tasks:</p> <p>Toño: Check with Patrick on rooms and food. We wish for 12 round tables with 10 chairs each. Please make sure that lunch includes ample meatless choices since it is Good Friday.</p> <p>Mallory: 19 lanyards; update survey; request that Bryan Murphy arrive at approximately 9:30 am to award certificates</p> <p>Jeff: All necessary materials for activity (except copies of rubric and directions for experiment)</p> <p>Coleen: Vintage Singers; nametags (stick-on type); 19 stars for liaisons; Certificates for Brian to give out</p> <p>Mary:</p> <ul style="list-style-type: none"> • Contact liaison and ask for RSVP • Ask Ron Dunn for music background during continental breakfast • Create rubric to choose honor role and recipients for awards

			<ul style="list-style-type: none"> • Sign-in Sheet for each break-out session • Make signs for tables with Division names • Computer with spreadsheet loaded for attendance • Contact Marykay Englen for process to handle stipends and PAA/PGA credit • Slides to outline breakout sessions • Paperwork 1) Handout with activity, honor role, and breakout session details. 2) Critical Thinking rubric. 3) Sign-sheets for each breakout session. 4) Proof of attendance for check-in
CPR & Assessments	I	Mary	<p>Since last meeting the following faculty met one-on-one with Mary:</p> <p>Diana Alves de Lima, Wednesday March 19, 2:30 F51</p> <p>Juliana Kang-Robinson (Art) Monday, March 24 A-41</p> <p>SLO Hour: March 25, 2014 Nilu Gupta (Hindi)</p> <p>Rocky Lewycky (Art) Wednesday, March 26, 2:30 pm</p> <p>SLO Hour: Ilan Glasman, Tuesday, April 8, 2014</p> <p>SLO Hour: Ravjeet Singh, Tuesday, April 8, 2014</p> <p>SLO Hour: Vernon Gallegos, Tuesday, April 8, 2014</p>

			<p>for each Division; liaison at each table</p> <ul style="list-style-type: none"> • SLO/Program Level Outcome progress reports & awards • Explanation of workshops with leads <p>10:00 – 11:00 am Breakout Sessions:</p> <ol style="list-style-type: none"> 1. Developing department/division equity plan (Veronica & Cynthia) 2. Comprehensive Program Review Chairs (Randy) 3. Critical Thinking Assessment Process (Toño) Beginning at the 2012 campus convocation, De Anza began developing a tool for assessing our “Critical Thinking” ICC campus wide. This workshop will introduce the tool, which is now ready for use by all campus faculty and staff. A collaborative demonstration of assessing Critical Thinking will ensue. 4. Assessing SSLOs and AUOs (Mallory & Mary) This session will focus on refining your current AUO/SSLO statements or developing brand new ones, with a focus on turning goals into learning outcomes. You will leave the session with a statement, assessment tool and timeline for implementation. Join us for an hour of fun, interactive work on AUOs and SSLOs. (Invited to lunch) <p>11:00 am – 12:00 noon Breakout Sessions</p> <ol style="list-style-type: none"> 1. Developing department/division equity plan (Veronica & Cynthia) 2. SLO Assessment Reveal Provocative Findings (Toño – Target Not Met) The best outcomes assessment work will occasionally yield surprising (and not always flattering) results. In this workshop, a few examples of surprising results will be introduced and discussed. Participants will then discuss methods for cultivating methods that go beyond embedded assessment, in an effort to confront potentially uncomfortable truths both inside and outside the classroom. 3. The Assessment Process as it relates to Adjunct faculty (Jeff,
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			<p>Amy, & Mary)</p> <p>4. Taking it to the next level – Exploring Alternative assessment methods (Mayra – surveys, focus groups, clickers, cell phones)</p> <p>12:00 noon – 1:00 pm :Lunch plus activities (Vintage Singers)</p> <p>1:00 – 3:00 pm Division/Department meetings to discuss SLO work, Comprehensive program Review and/or Equity Plan</p>
CPR & Assessments			



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Wednesday, April 23, 2014, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Convocation	I/D/A	All	<p>Report out</p> <ul style="list-style-type: none"> • Attendance including those attending the breakout sessions but not the 9:00 assembly is currently at 103. Mary will collect breakout sign-in sheets from Cynthia K. and Veronica N. • Mary will handle Appendix H forms. • Survey was sent to all participants morning of April 23, 2014 to illicit feedback on the 2014 Convocation and the SLO process as a whole. • Toño will request handouts from breakout sessions to post on site. • Toño will send thank you notes to Vintage Singers, Cynthia & Veronica, and Mayra <p>Suggestions for next year: order food for 100; cc Division Assistants on all e-mails regarding information for 2015 Convocation.</p> <p>The Friday of the second week back to school (April 17, 2015) should work well next year since it does not conflict with any religious holiday. However, a later date in April will also work since there will be no Program Reviews to complete in Spring 2015.</p>
Mission Statement	I/D	All	<p>Mission Statement continue to be discussed by the Academic Senate. On a positive note, the assessment is driving the rewording of our ICCs.</p>

			<p>The core team members hope that definition(s) are in place and agreed upon by all for whatever wording of the ILOs is chosen.</p> <p>Suggest that core team members create sample assessments for any newly worded ILOs. There is a rubric available for Civic Capacity: www.aacu.org</p>
Academic Senate	I/D/A	Mary	<p>Mary will request to present end of year summary (with updated honor role) in June.</p> <p>At that time plan for SLOS, PLOs, etc for next year needs to be in place. Slogan proposal “Anything you say will not be used against you but it can improve learning.” An agenda items for campus could be revise PLOs since they should be overarching. The process of assessment needs to have a check and balance system paralleling curriculum but with no signature requirements. Each program/department needs a place on TracDat to store their plan and then connect this to future program reviews.</p>
Newsletter	I/D/A	Mary	<p>Possible articles: Assessments stored as pdf’s on ECMS; Explain the role of Office of Equity, Social Justice and Multicultural Education; next step for Critical Thinking; rubrics in general; the SLO -> CPR connection; introduce the concept of the standardized survey for this next assessment cycle.</p>
CPR & Assessments	I	Mary	<p>Nellie Vargas, Anne Argyriou, Becks Roberts, Ron Dunn, Ilan Glasman, Veronica Neal, James Suits have sought assistance in the last week.</p>



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Wednesday, April 30, 2014, PE 610; 1:30 – 2:20 pm30

TOPIC	Purpose	LEADER	Notes
SLO Steering Committee Meeting			Toño will endeavor to coordinate a meeting for the week of finals, June 23-30.
CPR & Assessments	I	Mary	SLO Office Hours have been used by numerous faculty.
Planning Agendas	I	Mallory	Updates to ongoing Planning Agendas are needed.
Mission Statement	I/D	All	Once definitions are in place for “Civic Capacity”, “Social Justice” and “Equity” the core team will create sample assessments for the ICC with proposed wording(s) and the new wording.